

**THIS SAMPLE CONTINGENCY PLAN IS MEANT ONLY AS AN
EXAMPLE TO BE USED AS A GUIDE IN PREPARING YOUR
FACILITY-SPECIFIC CONTINGENCY PLAN.**

Emergency Response/Contingency Plan

7.1

Emergency Phone Numbers

Fire 911

Ambulance 911

Police 911

Be prepared to give the following information:

City of Seattle Engineering Department
Inventory Warehouse
1010 8th Avenue South
Seattle, WA 98134
386-1209

State the nature of the emergency, whether hazardous waste fire, explosion, spill or release to the environment and if injuries have occurred

7.1-1 Emergency Contacts

Charles Street Dispatch 6 - 1218
Olympus Environmental 9 - 735-6625
Department of Ecology 9 - 649-7000
US EPA * 9 -
Charlie Hampton, DAS Senior
Real Property Manager 4 - 0403
Transportation Division's Safety & Health
Specialists 6 - 1203
Laura Kennedy Gould,

Burlington Environmental 9 - 654-8125

Notify the following if any drain, catch basin, maintenance hole, or any body of water has been or can be affected:

Drainage & Wastewater Utility	6 - 1230
METRO	9 - 689-3801
US Coast Guard	9 - 800-424-8802

7.2 Emergency Directories will be posted near all telephones and will contain the following information:

- Hierarchy of assuming On-Site Coordinator role
- Description and location of emergency equipment, such as fire extinguishers, spill control materials and fire alarms
- The senior warehouse staff person on site at the time of the emergency will assume the role of On-Site Coordinator. This will usually be the Warehouse Supervisor or the Senior Warehouse, however, all Inventory staff will be crosstrained in the duties of the On-Site Coordinator in case of employee absences- The On-Site Coordinator will be responsible for overseeing the following procedures:

7.3.1 Phone calls and personal contacts during emergencies shall be used to inform all workers present in the building or area that an event has occurred. During the emergency, communication lines are to be used only for coordinating emergency response.

7.3.2 After calling 911, Olympus Environmental must be contacted if outside assistance is required for spill remediation or clean up. Call other emergency contacts in Section 7-1.1 in the order listed.

7.3.3 In the event that the On-Site Coordinator decides to evacuate the building or the area near the dangerous waste containment pallet due to an emergency, employees should try to escape according to the routes on the Evacuation Map (See illustration next page). Once outside the building, it is imperative that workers reassemble **upwind** from the emergency.

7.3.4 All office and warehouse staff must be accounted for.

7.3.5 All warehouse staff are to be certified in first aid and CPR and in an emergency, will attempt to perform first aid/CPR to the best of their ability. Rescue procedures should only be attempted by those persons specifically trained in rescue response.

7.3.6 First Aid, spill containment and other emergency equipment is available in the Warehouse in the following areas (see illustration next page for specific locations):

First Aid Kits - In cabinets behind

Emergency Eye Wash - Mounted on the pillar by Leslie's desk

Emergency Showers - Both Men's and Women's Locker Rooms have showers

Fire Extinguishers - Fire Extinguishers meeting requirements for all classes of fires are kept in the Warehouse

Absorbents, Containment Pallets & Spill Kits - Near the Paint Room

Material Safety Data

Sheets (MSDS) - Inventory Office

7-4 Employees will be made aware of potential emergencies that may occur and the proper response to each type of emergency event. Potential emergencies that may occur at this site include personal injury (trauma), chemical or dangerous waste release or potential exposure, explosion and fire. Because the potential for other types of emergencies also exists, caution and common sense must be maintained with the primary goal being to prevent and/or limit injuries to workers involved.

7.4.1 If a personal injury occurs in a non-life threatening situation and the victim is conscious, take the following steps:

- Prevent further injury and initiate first aid
- Do not move the victim if the injury is Serious, but try to stabilize the injured person. Have someone call for additional help (911)
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- If you suspect the injury to be minor and the victim is able to move, relocate the victim to a safer area- Never attempt to move anyone who has sustained a head or back injury or could potentially have suffered neck, back or spinal cord damage
- Summon help or alert others that an accident has occurred

If the injury is more severe and requires follow up attention, get medical attention for the injured by either transporting to the nearest hospital or calling 911 and requesting an ambulance. Be prepared to give the 911 operator your exact location, phone number, where the victim is and how to get there, the nature of the injury, how badly the person is injured and briefly how the injury occurred.

If the victim is unconscious, do not attempt to move them. Check for breathing and heart beat, and render first aid/CPR if none is detected. Shout for someone to call 911 while you continue the first aid/CPR. If no one else becomes aware of the need to call 911, leave the victim and go to a phone to summon help. When calling 911 stay on the phone until the operator terminates the call. When you are certain help is on the way, return to the victim and continue administering first aid/CPR.

7-4.2 If an accident involving a chemical or dangerous waste release or potential exposure occurs, it should be treated as a life threatening situation, for both the victim and the rescuer. Clear thinking and a cool head are critical in this situation. The temptation for the rescuer to rush in and rescue the victim can be great, but may unfortunately lead to further injury or death of the victim as well as the rescuer. The following steps should be taken in the order given:

- If a chemical or dangerous waste spill occurs and there are no injuries, attempt to stop the spill **only** if it can be done without exposing yourself to the chemical or waste- The On-Site Coordinator will call Olympus Environmental to assist with stopping and cleaning up the spill.

- If injuries are involved, get help immediately. Never attempt to rescue an individual or stop a chemical or dangerous waste release by yourself in a potentially life-threatening situation.

- Shout for someone nearby to call 911. if no one responds, leave the victim and go to a phone to summon help Call 911 directly and stay on the line until the operator.

- If you know the identity of the chemical or dangerous waste involved, report this to the operator as well.

- Locate any MSDS for the chemical or profile for any dangerous waste involved and provide a copy to the emergency response team. MSDS and waste profiles are kept in the Inventory Office.

7.4.3 If an explosion occurs, the On-Site Coordinator will take the following steps:

- Evacuate the area or building immediately and regroup upwind from the explosion area.

- Notify Charles Street dispatch and if injuries are involved or if all personnel cannot be accounted for, have the dispatcher call 911 for emergency assistance.

- If no injuries are involved, it must be determined if emergency personnel need to be called to the site. Explosions may result in fires and if that happens or is suspected, then call the Fire Department.

- If the Fire Department responds to the explosion, direct them to the area and inform them of the incidents leading up to the explosion

- At no time is anyone to return to the area where the explosion occurred until it can be determined, if possible, what caused the explosion and what can be done about worker safety in the future.

7.4.4 In the event of a fire which could involve potential exposure to chemical or dangerous waste releases, proceed according to Section 7.4.2 - Accidents Involving Chemical or Dangerous Waste Release. if the fire can be put out with a fire extinguisher and there is no potential exposure to a chemical or dangerous waste release, then the cause of the fire is to be investigated and steps taken to insure the safety of workers in the future.

7.5 Following any chemical or dangerous waste emergency, the Warehouse Supervisor will conduct a debriefing and critique meeting with all staff involved. This is done to share lessons learned, to inform participants about what hazardous materials that were involved (along with signs and symptoms of exposure), to address unsafe conditions requiring immediate attention or further evaluation, and to summarize the activities performed and to reinforce the positive aspects of the response. Part of concluding an emergency response is to properly dispose of left over dangerous wastes. If Olympus Environmental responded, they will take care of packaging, profiling and manifesting the waste. The Hazardous Waste Warehouse or the designated dangerous waste management specialist will then take care of all the subsequent paperwork.

7.6 This Section of the Dangerous Waste Management Training Program is a stand-alone Contingency Plan and as such, will be distributed to local fire, police, hospitals and emergency response teams, in accordance with WAC 173-'303350(4)(b).

Evacuation Routes, Spill Containment &

other Emergency Equipment Locations

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EVACUATION ROUTES & SAFETY EQUIPMENT LOCATIONS

